



OFF-DUTY EMPLOYMENT

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- Before a military member may begin any off-duty employment he/she must get his/her commander's approval.
- Fill out an *Application and Approval for Off-Duty Employment* (AF Form 3902) and give it to your first-level supervisor at least two weeks before beginning employment.
- Off-duty employment is generally limited to 20 hours/week. Your commander may waive this requirement in certain cases.
- Keep in mind that such requests must be forwarded to your supervisor, ESC/JA, and finally your commander. You may not begin the off-duty employment during this period.

For more information see:

- AFMCI 51-201
- AF Form 3902: <http://www.e-publishing.af.mil/shared/media/epubs/af3902.xfd>

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